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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

9 August 1972

1. Present were:

[Redacted]

2. No regular DD/P Staff Meeting.

3. Items of interest from the DD/S Staff Meeting - 8 August.

a. Health Education Program. Mr. Coffey noted that the new expanded Health Education Program has been recommended by the Director of Medical Services. It has been encouraged by the Director, who has continuing interest in conserving Agency manpower. [Redacted] explained that, in the past, OMS has tried to educate people on an individual basis about ways to better their health. The new Health Education Program will be expanded to reach larger groups of Agency employees. For example, OMS is engaged in a pilot smoking clinic at the Chamber of Commerce building. OMS plans to publish a quarterly newsletter for all employees. The draft of the first newsletter covers topics like:

- (1) obesity and its relationship to heart disease;
- (2) effects of "jet lag" that affects people traveling long distances by plane;
- (3) alcohol and its harmful effects on cardiac patients;
- (4) effects of smoking (by others) on non-smokers;
- (5) marijuana's effects on sleeping

OMS plans to use as many teaching techniques as possible (e.g., panels, groups, seminars, audio-visual techniques).

b. [Redacted] Hugh Cunningham mentioned that he had recently spoken with [Redacted] who is in Philadelphia awaiting admittance to a clinic of Johns Hopkins for diagnostic tests. Hugh said [Redacted] is not in good shape and is anxious to undergo the tests to try and locate a problem that is troubling him.

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4. Other items of interest.

a. Temporary Assignment of Parking Permits. When the chief of a component is allotted parking permits for his component, he may then assign the permits as he chooses. Technically this becomes a legal assignment within GSA regulations and legally no one else may use that permit. Where the legal holder of a permit is to be on leave or TDY the chief of the component (or his designee) may reassign the permit to another and the new holder is then the legal holder within GSA regulations. In an effort to make available parking spaces for legitimate holders of permits, the Director of Security has instructed the guard force to pay particular attention to cars parked in lane spaces and not displaying a parking permit. During this last month, about 1,000 parking violations were issued and the Director of Security intends to continue this practice so long as legitimate holders of parking permits have difficulty in finding a place to park. When a parking permit has been temporarily assigned the normal holder of the permit must do one of three things to avoid the consequences of a parking violation upon his return to duty: (1) he may acquire the parking permit before he returns to duty; (2) he may arrange for someone to meet him at an entrance and give him his permit before he proceeds to his parking lane; or (3) he may proceed to West parking, go to his office and pick up his permit, and later move his car to his designated lane. The guard simply cannot distinguish between the car of a legitimate holder of a parking permit and a violator - and orders are to ticket any car not displaying a proper permit. Please be sure that all your people understand the system.



c. Road Cave-In. In case you haven't been by the north perimeter road, the hole has been repaired.

d. Support Directorate Retirements - August 1972. In all the Support Directorate there is scheduled only one retirement for August - [redacted] SL Career service

e. Recently Approved Support Officer Assignment,



OEL/DDS&T

28 August

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3 AUG 1972

Executive Registry

72-3915/1

MEMORANDUM FOR: Executive Director-Comptroller  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
Deputy to the DCI for the Intelligence Community  
Director of National Estimates  
General Counsel  
Inspector General  
Legislative Counsel

SUBJECT : Health Education Program

1. You have previously heard me express concern about the frequency of heart attacks and the deplorable fact that we have entirely too many overweight employees. These and other health problems have prompted me to approve a new Health Education Program developed by the Office of Medical Services. I fully expect the Program to enhance the well-being of employees in relation to their work assignments.

2. The Program which will be the subject of a forthcoming Headquarters Notice will seek to help employees become knowledgeable of those risk factors and hazards relating to health which contribute to premature death or disability. It will also provide guidance to assist employees to remain effective in their work and to be, feel, and look fit. Panel discussions, slide reviews, movies, video tapes, audience participation groups, exhibits, displays, posters, and professional consultation by physicians, nurses, and paramedical personnel will be integrated with the traditional OMS procedures.

3. Supervisors should assume an active role in the Program by consulting with, advising and assisting employees in the maintenance of their health and effectiveness. More specific guidance for supervisors in this role will be provided as the Program develops. Additionally, I ask each of you personally to involve yourself in initiating and implementing the Program.

Richard Helms

Richard Helms  
Director

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